

CHAPTER NINE

COMMUNICATIONS/INFORMATION TECHNOLOGY
PROGRAM MANAGER

901. BASIC MISSION. Provide comprehensive cost-effective IT services to COMNAVREG MIDLANT Program Managers, Installation Commanders, and designated activities throughout the Mid-Atlantic Region, in support of their assigned mission(s). In addition, the Information Technology Program Manager (PMIT) will be responsive to evolving customer needs while maintaining standards of operation. PMIT will be an organization responsive to rapidly changing technology and will provide innovative solutions to complex Information Technology (IT) issues.

902. DUTIES, RESPONSIBILITIES AND AUTHORITY OF REGIONAL PROGRAM MANAGER. Provide IT support to over 7,000 customers (Afloat units pier side will receive Cox Cable service support) via 4 storefronts and 1 Satellite Office. Storefronts will be strategically located at Naval Station (NAVSTA) Norfolk, Atlantic Fleet Headquarters Support Activity (LANTFLT HEDSUPPACT), Naval Amphibious Base (NAVPHIBASE) Little Creek, Naval Air Station (NAS) Oceana, and Naval Weapon Station (WPNSTA) Yorktown with Central Provider offices at NAVSTA Norfolk.

902.1 Central Provider Office. The IT Customer Service Desk, IT equipment acquisition, Life Cycle Management (LCM) and Security management will be performed centrally at the regional IT Central Provider level.

902.2 Storefront Offices. Storefronts will perform the following IT services:

a. Execute assigned responsibilities delineated in Chapter 4 of this directive.

b. Provide comprehensive IT services to all Program Managers, Installation Commanders, and designated activities in support of their assigned mission(s).

c. Provide system analysis; network certification assistance, system integration and software maintenance for IT-21 standard applications.

d. Provide IT standard software application training via Computer Base Training CD, videotapes, and Commercial/Government/Military instruction.

e. Act as liaison with COMNAVREG MIDLANT Program Managers and Installation Commanders as required.

f. Maintain/manage multi-media network(s)/Shore Network Infrastructure.

g. Provide maintenance, installation, troubleshooting and replacements on IT assets.

h. Ensure adherence to established IT, life cycle management, security instructions and policies.

i. Provide Cable Television (CATV) and telephone service management.

j. Provide regional information technology vision and guidance; pioneer the way ahead for IT support and utilization through system research, development, evaluation and timely implementation.

k. Plan/Provide Installation Upgrades.

l. Develop and submit IT Budgets in support of IC and PM requirements.

m. Provide Help Desk Services as specified in support agreements.

n. Coordinate with other Tenants and IT Service providers to approve installation of any new unique IT systems or networks.

o. Attend quarterly Regional Configuration Control Board (RCCB) meetings to assess performance and prioritize IT requirements across the region.

903. PROGRAM MANAGER AND IT SUPPORT LOCATIONS

a. IT/COMM Program Manager

Commanding Officer, Naval Computer and Telecommunications
Area Master Station Atlantic (PMIT)
9625 Moffett Avenue, Bldg. M-51

Norfolk, Virginia 23511-2784
pmitdir@cmr.navy.mil

b. Central Provider Office

Information Technology Central Provider Office
Naval Station Norfolk, Bldg. N-26
Norfolk, VA 23511
ATTN: Deputy PMIT (Regional Manager)
pmit@cmr.navy.mil

c. Storefronts

(1) **OCEANA**

Information Technology Support Storefront (Oceana)
"D" Avenue, Building 720
Virginia Beach, VA 23460
ATTN: Information Resources Manager
pmitOceana@cmr.navy.mil

(2) **LITTLE CREEK**

Information Technology Support Storefront (Little Creek)
2600 Tarawa Court, Bldg. 1602, Suite 100
Norfolk, VA 23521-3297
ATTN: Information Resources Manager
pmitLcreek@cmr.navy.mil

(3) **YORKTOWN**

Information Technology Storefront (Yorktown)
P. O. Drawer 160, Building 466
Yorktown, VA 23691-0160
ATTN: Information Resources Manager
pmitYorktown@cmr.navy.mil

(4) **SEWELLS POINT (NAVSTA NORFOLK)**

Information Technology Support Storefront (Sewells Point)
1653 Morris Street
Norfolk, VA 23511
ATTN: Information Resources Manager
pmitSewellsPt@cmr.navy.mil

d. Satellite Office

LANTFLT HEDSUPPACT

Information Technology Support Storefront (LANTFLT
HEDSUPPACT)
7918 Blandy Road, Building NH-140
Norfolk, VA 23551
ATTN: Information Resources Manager
pmithSA@cmr.navy.mil

904. REGIONAL CABLE ADMINISTRATOR AND CABLE OFFICER LOCATIONS

a. Regional Cable Administrator, NCTAMS LANT, 9625 Moffett Avenue, Norfolk, VA 23511-2784 can be reached at 322-2956 or Beeper - 680-4558. Hours of operations are 0730 - 1600. E-mail address: pmittcabletv@cmr.navy.mil

b. Installation Cable Officers:

- (1) Naval Station, Norfolk
Becky Coner 445-7934
pmittcableOfficer@cmr.navy.mil.
- (2) Norfolk Naval Shipyard
Kent Saunders 396-4775
NNSYcableOfficer@cmr.navy.mil
- (3) Naval Weapons Station/Cheatham Annex
David Hoover 887-4977
NWScableOfficer@cmr.navy.mil.
- (4) Naval Air Station Oceana/Dam Neck
Shirley Spring 433-3336
OceanacableOfficer@cmr.navy.mil.
- (5) Naval Security Group Activity, Northwest
LT Darrell Johnston 421-8086
NSGAcableOfficer@cmr.navy.mil.
- (6) Naval Amphibious Base, Little Creek
Sherrill Melvin 462-2117
LcreekcableOfficer@cmr.navy.mil.